



CITY OF ALEXANDRIA
OFFICE OF BUILDING AND FIRE CODE ADMINISTRATION
301 KING STREET, SUITE 4200
ALEXANDRIA, VIRGINIA 22314
703.746.4200 ♦ ALEXANDRIAVA.GOV/CODE



DOCUMENT SUBMISSION CHECKLIST

FINISHING A BASEMENT

This checklist is provided as a guide to obtain necessary information for initial submission of plans and permit documentation to the Code Administration Permit Center.

- ☐ Building Plan Submission Checklist – Residential Finishing a Basement
- ☐ 5 plan sets:
 - 1. Plan size should not be smaller than 8 1/2" x 11"
 - 2. Dimensioned plans are required
 - 3. Plans shall be in permanent ink, with address of the proposed construction
 - 4. Tissue and tracing paper will not be accepted
 - 5. Note: per Virginia's USBC, One & Two-family dwelling construction permits, including accessory structures, must be completed within 3 years of permit issuance date
- ☐ Construction Application
- ☐ Contractor Selection Checklist /Property Owner's Affidavit
- ☐ Noise Ordinance Affidavit
- ☐ Alexandria Soils Policy (refer to policy for proposed project specific requirements)
- ☐ Rodent Abatement Documentation
- ☐ Home Improvement License Application Package attached *Required for Class B and Class C contractors* also see The Home Improvement Code Waiver Form
- ☐ House Location Plat (Planning & Zoning)
- ☐ Floor Area Open Space Calculation Sheet (Planning & Zoning)
- ☐ A/C Waiver form (if proposed unit is in a required yard) (Planning & Zoning)

Permits Required:

- ☐ Construction Application for construction of architectural and structural elements
- ☐ Electrical Application for all electrical installations
- ☐ Mechanical Application for all mechanical system and fuel gas system installations
- ☐ Plumbing Application for all plumbing installations